

MINUTES

TPMA Board Meeting
April 14, 2003
Sevierville, Tennessee

Present:

Gary Hall, Richard Stokes, Rodney Eubank, Casta Brice, Jim Henderson, William Brown, Margaret Ridings, Donna Kelly, Kaye Palmer, Lynn Henning, and Pearl Gipson. Meeting called to order at 6:30 p.m.

Approval of Minutes:

The minutes of the February 21, 2003, (conference call) were approved unanimously after Mr. Brown motioned and Mr. Eubank seconded.

Financial Report:

The current balance in the checking account is \$21,849.19 and \$16,689.37 in the CD as of 3/31/03. TPMA total assets are \$38,538.56. Ms. Brice indicated that our bookkeeper, Ms. Grulich, completed the financial report and that they are continuing to work together to present the financial report on a monthly breakdown spreadsheet which will show both receipts and disbursement. The goal is to track actual vs. budgeted. Ms. Brice indicated that she will need information on what the budgeted amounts are for each line item. Ms. Brice presented the Board with a draft copy of disbursements for the spring conference but these were only initial receipts. Mr. Hall indicated that 15 invitations to exhibit were mailed but that only four came in then one cancelled. Mr. Hall reported that it seems that exhibitors are under financial constraints and that this may be the reason for so few. Mr. Stokes reported that several attendees had not yet paid their conference fees so the total numbers will change. Ms. Brice indicated that she would update and e-mail the updated figures for the conference as soon as they come in. Mr. Hall indicated that the Chapter budget may be impacted to pay for the conference; Mr. Stokes commented that we would likely “break even” but would have little or no profit.

Mr. Stokes asked that Ms. Brice and the newly elected Treasurer should prepare a new budget and present it to the Board in July. Ms. Brice guaranteed a smooth transition. She also reported an expenditure since December of \$634.63 for bookkeeping services; this represents approximately three months.

The Treasurer’s report was unanimously approved after Mr. Henderson motioned and Ms. Kelly seconded.

Membership Report:

Ms. Palmer reported that at present we have 112 members and that one-half of them are here for the conference. Report accepted unanimously after Ms. Brice motioned and Ms. Ridings seconded.

Scholarship Committee Report:

Ms. Kelly reported that there have been no applications for the scholarship. The question was posed as to how we can improve and broaden the use of our scholarship. The possibility was raised that we might want to broaden the use of the scholarship by allowing the monies to be used for more than a degree—perhaps for certificate training or management certification training programs; Mr. Hall indicated that he had received inquiries about the possibility of using the monies to pay for testing for Master’s degree programs.

Mr. Brown suggested that we might pursue the possibility of allowing students to use the monies for certificate classes at community colleges before a candidate actually applies to a senior college; Ms. Palmer commented that so many of our members likely have their degrees as a requirement of their present positions.

Mr. Stokes commented that with the cutback in budget funds across the State for training, that members might well be interested in the scholarship to pay for management seminars.

Mr. Hall suggested that since the Scholarship Committee will be active until the end of June, they should get together on the phone or by e-mail and solicit input from the membership regarding the broadening of the scholarship requirements and then report back to the Board in July at the regional meeting. The members of this committee are Ms. Kelly, Mr. Henderson, and Ms. Ridings.

Old Business

Web site:

Ms. Brice reported that she is continuing to work on finding keywords for the website; Ms. Sarah Powell with the Knox County Metro Planning Commission is designing the site. The domain name has been registered as TNIPMA.org. She had hoped to make the final announcement of the website at this conference but was not able to do so. Mr. Hall thanked Ms. Brice for her hard work on this project. We hope to have it up and running by July.

By-law Changes due to vacancy on board:

Mr. Hall reported that Mr. Wilber Hill has resigned his position on the TPMA Board of Directors due to his move to Florida to take a new position in human resources. The current bylaws do not allow us to replace a board member who has resigned at mid-term. At the direction of the Board, Mr. Hall and Mr. Stokes have put together a proposal to change the by-laws so that we can replace Mr. Hill. The proposed amendment has been drawn up with language that allows the Board to appoint a person to serve in the vacancy. Mr. Hall presented the proposed amendment; the Board unanimously approved the amendment to be presented to the membership after Ms. Palmer motioned and Mr. Brown seconded.

A question was raised about how the slate of officers is determined; Mr. Hall explained that the immediate past president chairs the nominating committee; that person and the Executive Director collectively produce a slate of officers for the coming year; they make inquiries as to who is willing to serve; they strive for diversity on the Board.

Mr. Stokes reported that he has included in the registration packet for the conference a form on which members can indicate in what capacity they are willing to serve. This will allow the Board to determine people who are interested in serving.

Other Business

Conference Report: Mr. Brown reported that there are 53 registered for the conference and that there are 35 room registrations. He praised Ms. Karen Day, Program Chair; Ms. Janet Curry, Door Prize Chair; and Ms. Rita Brown, Hospitality Chair for their hard work. He reports that they have selected some very dynamic speakers and that the staff at the hotel has been very cooperative. The city of Pigeon Forge has provided a trolley to transport the attendees to the Black Bear Theatre for Wednesday night's entertainment.

Certificate Training: Mr. Stokes reported that currently we have only one person certified to teach the competency model—him! We have lost the other two from our group. If the Chapter wants to provide certification training we will need to get someone certified to do the training; that would entail taking the train-the-trainer course. Mr. Stokes reported that the training can also be taken at the International Conference in Chicago this year. He reported that previously those of our chapter who certified went through the materials and formatted them to receive CEU's for the program. Once someone is certified, the material is available and easily used.

Mr. Hall strongly suggested that we think about the certification process and try to get some way to offer this training in the future.

Mr. Hall also announced that there will be one and one-half days of leadership training offered by IPMA-HR in August in Washington, D.C. The Tennessee Chapter pays for transportation and per diem costs and IPMA-HR pays for hotel and training costs. Kaye Palmer is unable to attend. Ms. Brice indicated that she would likely be able to attend.

Conference 2004 Report: Ms. Palmer is the chairperson and Ms. Judith Looney the co-chair. They provided the Board with a report of their planning process for this conference. They have visited various hotels and researched possible sites.

After reviewing their proposal, Mr. Brown motioned that we use the Embassy Suite Hotel in Franklin, Tennessee; Ms. Brice seconded and the Board approved unanimously. The conference will be April 5, 6, 7, 2004. The Board will meet on Monday night, April 5, and the conference will begin on April 6 at 1 p.m.

Quarterly Meeting: Mr. Stokes reported that the next quarterly meeting will be in West Tennessee possibly Friday, July 18. He hopes to have the meeting at some location provided by the City of Memphis, but he will have to touch base with Sarah Hall of the City of Memphis before he will know for sure.

Report from IPMA-HR: Mr. Hall reported that he had received a letter from the IPMA-HR Executive Director indicating the name change of the national organization to IPMA-HR. The section and regional chapters have a choice as to whether they want to change their name.

A discussion ensued among members of the Board as to the advantages and disadvantages of changing the chapter name or keeping it the same. Most agreed that the advantages of keeping the name outweighed the advantages of changing, but all agreed that the membership should be given an opportunity to make the decision based on the Board's recommendation that we **not** make a change. Members of the Board agreed to present the matter to the general membership at our meeting this week.

Nominating Committee Report: Mr. Rodney Eubank as immediate past president presented the following slate of officers for fiscal year 2003-2004:

Immediate Past President: Gary Hall

President: Kaye Palmer

President Elect: Casta Brice

Vice President: Margaret Ridings

Treasurer: William Brown

Secretary: Lynn Henning

Board Members: Jim Henderson, Pearl Gibson, Rita Brown, George Dalton

This slate of officers will be submitted for a vote of the general membership this week.

Executive Director's Report: Mr. Stokes reported that the chapter's tax exempt status has been submitted for reapproval and should be soon approved.

He also reported that the University of Tennessee MTAS is beginning a new training initiative—a supervisory training program for first line supervisors. They are planning to hold a series of focus groups

to get input from human resource directors statewide as to what should be included in these training programs. He extended an invitation for all Board members to attend one of these meetings.

The Southern Region Conference in Tampa has been scheduled. Mr. Stokes indicated that preparations for the scheduled conference are going along smoothly.

Ms. Brice asked about the progress of the newsletter; Mr. Hall replied that he had not been able to get the newsletter published as of this date; he had the information necessary, but his workload prohibited him from getting it published.

With no further business, the meeting was adjourned at 8:35 p.m.; Ms. Palmer motioned, Ms. Brice seconded and there was unanimous approval.

Respectfully submitted,

Secretary